



## Baltimore County Agricultural Center Equine Facility

### CODE OF CONDUCT

As an Equine Facility volunteer, you are required to abide by the Code of Conduct. The Code below details what BCAS expects of a volunteer; please read the following points carefully.

- I will abide by all of the Equine Facility's policies, procedures, rules and regulations. I understand that violations thereof may be cause for immediate dismissal.
- I understand that my services are entirely voluntary, without pay or any type of compensation, and without liability of any nature on behalf of the Equine Facility, except as otherwise provided by law.
- I agree to take direction from the volunteer coordinator and the appropriate manager on duty.
- I will abide by my assigned volunteer schedule and provide adequate notice to the appropriate Volunteer Coordinator or barn employee if I am not able to fulfil my scheduled time.
- I understand that as a volunteer I must act appropriately as I am representing BCAS, to the community.
- I will always report to the Equine Facility and wear my issued identification, and/or uniform and will maintain a neat, professional appearance.
- I will remain only in volunteer appropriate areas, and avoid staff only areas.
- I will respect the Equine Facility's heavy workload by scheduling meetings in advance with the appropriate person to discuss ideas, grievances, projects, etc. I will refrain from showing up unannounced, or without notice.
- I understand that I may not bring family members or friends without prior authorization from the Volunteer Coordinator.
- I will keep any information that I obtain concerning clients, staff and/or the animals confidential. I will not to request confidential information from clients, other volunteers or staff. I will not to interrupt discussions between staff or clients. I understand that intentional or unintentional violations of confidentiality may result in my immediate dismissal.
- I agree to volunteer for a minimum of 10 hours each month for a minimum of six months. I promise to sign in and sign out each day with the Volunteer Coordinator in order to keep track of my hour requirements. Failure to maintain my hour requirements and accurate time records may result in dismissal from the program.
- I understand that if I fail to abide by the terms of this Code of Conduct or am otherwise unable to meet the requirements of the volunteer program, my duties will be reduced until an evaluation can be made by the Barn Manager and Volunteer Coordinator regarding my level of responsibility. I also understand that I may be dismissed from the volunteer program at the sole discretion of the Equine Programs Manager, the Volunteer Coordinator, or other senior staff members.
- I understand that the terms discussed in this Code of Conduct may change, and if it does I may be asked to sign a new one.

My signature below indicates I agree with the terms and conditions of this Code of Conduct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_